

## **General Guidelines**

The following general guidelines apply to all programs being provided by the Laboratory for Cerro Grande fire-relief.

1. Unless otherwise stated, these programs are applicable only to University of California (UC) employees.
2. As soon as possible, the employee and his or her immediate supervisor should discuss the problems the employee faces as a result of the fire and consider the options available to the employee. Supervisors who have experienced difficulty contacting employees should contact HR-8 (Staff Relations) for assistance.
3. The supervisor and employee should attempt to reach consensus about appropriate options. With management approval, an employee may exercise some or all of the available options for which they are eligible or may change participation in the various options as the situation changes. Supervisors and employees should remain flexible and willing to reopen the discussion as events unfold. If the supervisor and the employee are unable to reach consensus, they should seek the assistance of HR-7 (Distributed Services) or HR-8 (Staff Relations). Any employee who feels that his or her situation is not being addressed adequately may obtain an expedited review by the cognizant Division or Deputy Division Director and Director or Deputy Director of Human Resources. The ultimate decision is made by management. Employees may not grieve management's decisions related to their eligibility to participate in these program in the absence of factors described in AM 111 (Complaint Resolution) as the bases for a grievance.
4. Participation in all programs is voluntary. Employees may not be disciplined for refusal to participate in any program. Management-approved participation in these programs shall not adversely affect the employee's attendance or performance record for disciplinary or other employment purposes.
5. Under the California Higher Education Employer Employee Relations Act (HEERA), employees are entitled to a union representative during the meetings to discuss their participation in these programs if so desired. Supervisors should not meet with employees who are accompanied by a union representative without another supervisor or a human resources person present. Contractors are not covered by HEERA and thus are not entitled to union representation during discussions about their participation in the programs available to them.
6. Effective dates vary and are given in the description of each option.
7. These options are available only to employees who need to deal with fire-related issues. (The only exception to this is the relaxation of vacation accrual limits, which is an automatic benefit that will be applied to all UC employees, and flexible scheduling to participate in fire-related volunteer work.) Managers involved in resolving issues with employees who have needs not related to the Cerro Grande fire must use existing administrative policies and procedures.
8. Employees or managers who fail to comply with the provisions of this guidance are subject to disciplinary action, up to and including termination.